

SUBJECT	ISSUED BY	EFFECTIVE DATE
VEHICLE POLICY	CITY COUNCIL	DECEMBER 29, 2005

POLICY STATEMENT:

A City vehicle is defined as a vehicle owned, leased, or rented by the City of Burlingame, Kansas. City employees will operate vehicles in a safe and skillful manner within the guidelines of City directives and ordinances and Kansas State Statutes, including obedience to all traffic laws and basic rules of courtesy, and shall refrain from illegal activities.

Vehicle Acquisition

All fleet acquisitions are coordinated through the City Administrator with the approval of the City Council.

Budget Planning

In the City organization, replacement recommendations and requests for additions to the City's fleet are submitted and considered during the budget process. Supervisor's recommendations are based on analyses that attempt to determine the end of the cost-effective life of the vehicle/equipment. The supervisor shall provide the replacement recommendations. Each year the City Administrator shall determine the final list of acquisitions to be proposed within the budget to the City Council.

Procurement

The Supervisor responsible for the vehicle/equipment shall perform the following during procurement of the vehicle/equipment:

- Prepare specifications for the vehicle/equipment for bidding;
- Review state purchasing contracts for comparable vehicle/equipment if available;
- Evaluate all bids and makes recommendation for purchase to City Administrator;
- City Administrator will make recommendation for purchase to the City Council.
- Evaluates vehicle/equipment upon delivery to ensure conformance with specifications;
- Prepares vehicle/equipment for service; and
- Approves payment for vehicle/equipment.

Assignment of City Vehicles

Due to the size of the City workforce, vehicles will not be exclusively assigned to individuals. Supervisors shall assign vehicles based on current workloads and environmental conditions.

Vehicles may be taken home by employees when one or more of the following criteria are met.

- Agreement between the employee and the employer either prior to, or after, employment. The agreement should be documented and placed in the employee's personnel file.

Approval level - City Council

- Vehicle is equipped with tools and/or instrumentation that are essential in an emergency response situation. The employee responds directly to the scene of the emergency and is trained to use the tools and equipment. If response is on a rotation basis, each employee will only take home the vehicle when he or she is in "on call" status. The vehicle may only be taken home if the employee lives within five (5) driving miles of City Hall.

Approval level – Supervisor with City Administrator informed.

Also, employees may be allowed to occasionally take a City vehicle home when it is determined to be in the best interest of the City to do so. "Occasionally" is defined as occurring on an infrequent and irregular basis, and less than five consecutive working days in duration. This permission is granted at the City Administrator level.

Use of Private (Personal) Vehicles While Conducting City Business

Any personal vehicle used to conduct City business (including those on monthly car allowance) must, at a minimum, have personal automobile insurance coverage consistent with Kansas Statutes. A copy of the insurance must be on file with the City Administrator. Higher personal automobile insurance coverage is strongly encouraged.

Employees must use City vehicles when conducting City business unless his/her supervisor has granted a specific exemption. Exceptions to this may be:

- employees who receive a monthly car allowance must use their personal vehicles(s);
- whenever there are no City vehicles available; and
- when traveling on an out-of-town business trip.

If an employee uses his/her personal vehicle to conduct City business, the City, depending on which method is in the best interest of the City, may:

1. Reimburse the employee for City business miles driven;
 2. Provide the employee a monthly vehicle allowance; or
 3. Assign a City vehicle to the employee.
- If there is no City vehicle available for local travel, and the employee utilizes his or her personal vehicle, the reimbursement rate will be based on the current rate allowable by the State of Kansas multiplied by the number of miles driven. If there is a City vehicle available for local travel, and the employee desires to utilize his or her personal vehicle and does not obtain his/her supervisor's prior approval, there will be no reimbursement provided.

- If there is no City vehicle available for an out-of-town trip, the employee may use his/her personal vehicle with approval of the supervisor. Reimbursement will be based on the current rate allowable by the State of Kansas multiplied by the number of miles driven.
- If a City vehicle is available and the employee chooses to use his or her personal vehicle without prior approval of his/her supervisor, the City may not reimburse for mileage.

Safety Equipment Requirements

All operators and passengers of City vehicles will use the vehicle seat and lap belts if the vehicle is so equipped. Airbags shall not be rendered inoperable on vehicles so equipped. Employees observed not following these safety equipment requirements shall be disciplined according to appropriate personnel/safety guidelines.

Altering Vehicles

City vehicles will not be altered in any way without first obtaining written approval of the City Administrator.

No City vehicles shall have any stickers, posters, signs, or any other similar attachment placed on or affixed to them unless previous approval or directive has been issued by the City Administrator.

Tags

All City vehicles will be issued City tags except:

1. Public Safety Investigatory work, or
2. Those approved by the City Administrator.

Vehicle Inspection

All employees will perform a "walk-around" of the vehicle to see if there are any visible problems prior to it being driven. If problems are noted, please refer to the following instruction, if applicable:

- If body damage is discovered, check to see if the City's standard Accident Report has been completed and a copy forwarded to the City Administrator.
- If there appears to be any significant malfunctioning, do not operate the vehicle, have the vehicle towed. If the vehicle can be operated safely, take it to the City garage.

Vehicle Collisions

All employees, if involved in any vehicular collision in a City vehicle or in a private vehicle while performing City duties, shall:

- call the appropriate law enforcement agency;
- call the City Clerk;
- allow the appropriate law enforcement agency to determine if the vehicle should be towed; and
- complete the City's standard Accident Report and forward copies to City Clerk and City Administrator.

Safeguarding Issued Equipment

Employees are responsible for safeguarding City-issued equipment associated with their assigned vehicles. This includes (but is not limited to) issued equipment which is normally left in the assigned vehicles. For example, if an employee leaves his or her assigned vehicle for repairs or maintenance, the employee shall insure that all equipment is safeguarded prior to leaving the vehicle. If any equipment is subsequently stolen/missing, this will be evidence that the employee failed to safeguard the equipment and appropriate disciplinary action will be taken.

Use of City Vehicles

All persons who operate City vehicles will be employees of the City and possess a valid Kansas Driver's License as required by law and a copy shall be included in the employee's personnel file. City vehicles are to be used as necessary to conduct business of the City and its operations. Employees shall not operate City vehicles for the purpose of conducting a private business or enterprise or any other personal use. However, it is recognized that a minimal amount of personal use of a city vehicle may be required for those employees who:

- are assigned a take-home vehicle and, therefore, commute to and from work in the City vehicle;
- conduct their daily work in or from a vehicle;
- are on City authorized travel; and
- minimal personal use shall be limited to:
 1. Commuting to and from work for those employees assigned a take-home vehicle.
 2. Driving to and from a restaurant to eat during an approved meal break if no personal vehicle is available to the employee.
 3. Personal emergencies if no personal vehicle is available and the appropriate Supervisor grants approval.

Operation of Vehicles Out of City Limits/Service Area

City employees, while operating City vehicles, are required to remain within the City limits unless commuting efficiencies can be realized through brief route departures or if the City service boundaries extend beyond the City limits. All other departures require the prior approval of the appropriate supervisor.

Transportation of Persons Not Engaged in City Business

Each supervisor shall insure that only authorized personnel are allowed to operate City-owned vehicles and equipment. In addition, non-City employees or other City employees shall not be allowed as passengers in City vehicles except in cases where they are conducting City business with City staff.

Approved By: _____
William Kraus, Mayor